REVERSE STOCK OUT – CHANGE PRICE OF ITEM ONCE IT HAS BEEN BOOKED IN

F8 / MAIN MENU

PO QUERY

TYPE IN PO NO

RIGHT CLICK LINE YOU WAN TO CHANGE

CLICK GRN – KEEP NOTE OF NO

ESCAPE OUT

F8

PO RECEIPTS

TYPE IN PO NO

CLICK OK

CLICK ON “INCLUDE” TOP ROW

CLICK “ALL LINES”

DOUBLE CLICK ON LINE YOU ARE TO CHANGE

CLICK “OK” ON POP UP BOX

ON RIGHT HAND SIDE TYPE IN THE MINUS QUANTITY TO REVERSE OUT

TYPE IN GRN NO IN THE GRN SECTION

CLICK “POST”

CLICK “NO” ON THE POP UP BOX

CLICK “OK”

CLICK “CLOSE”

CLICK “OK”

GO BACK TO THE ORDER

CHANGE THE PRICE OF THE ITEM & CHANGE ON “SUPPLIER STOCK CODE CROSS REFERENCE”

CLOSE ORDER

BOOK LINE BACK IN ON PO; SEE INSTRUCTIONS